

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Agency
Number

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families (DCF)		9. Position No. K0229986	10. Budget Program Number 01631	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Business Systems Analyst/MSAII	
3. Division ITS			12. Proposed Class Title	
4. Section	For Use By Personnel Office	13. Allocation		
5. Unit Business Systems Analyst Unit		14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved	
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM		17. Audit Date: By: Date: By:		

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This position primarily exists to provide professional level coordination, documentation, facilitation, requirement gathering between DCF program areas and ITS.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
------	-------	-----------------

Ann Koci	Manager, BSA and BHD Units	K0062223
----------	----------------------------	----------

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
SAME		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Employee works under general guidelines and has considerable latitude in completing work. Generally the employee determines how to go about achieving the end goal of an assignment. Employee plans and carries out assignments with little supervision. Employee reports regularly to a superior, usually by means of occasional conferences, to discuss work progress or new problems which require advice.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
		<p><u>A Business Systems Analyst is the ITS key contact and knowledge specialist for business units in DCF. Work is of a highly diverse and complex nature, characterized by a broad range of activities and frequently changing conditions, situations and problems. An individual must be self-starting, motivated & able to work independently by setting & meeting goals relative to specific situations and business needs.</u></p> <p><u>Analytical thought is important at this level due to increased data, implementation of industry best practices & technology growth. Work involves assessing the service request characteristics, ensuring that the service request work flow is followed, defining the problem, conducting a needs analysis, research and developing potential solutions.</u></p>
1-35%	E	Coordinate Service Request work effort. Collaborate with business to gather business requirements to facilitate implementation of new or improved processes/systems. Challenge business to think outside the normal processes and promote efficiency in the way of doing business. Identify business strengths and opportunities and offer recommendations based on research for areas of improvement. Plan, organize and deliver work sessions for gathering business requirements. Document the consensus from business in the process flow or requirements gathering. Review and edit requirements, specifications, business processes and recommendations related to proposed solutions. Research and evaluate possible system solutions.
2-10%	E	Work with application development and testing staff to ensure successful completion of service requests.
3-10%	E	Conduct monthly and as needed status meetings with business.
4-10%	E	Proactively manage changes in work request scope, identify potential crises and devise contingency plans.
5-10%	E	Effectively communicate and champion service request expectations with business and ITS staff in a timely and clear fashion.
6-10%	E	Forge strong working relationships with ITS and business staff.
7- 5%	E	As part of the project management team assist in the development and implementation of project plans. And included are other duties as assigned.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- (X) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
------	-------	-----------------

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
() Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
(X) Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Position has frequent contact with executive, administrative, technical, program and field staff of the agency as well as contractors. The purpose of these contacts is to plan and prepare for work efforts. The incumbent will also have contact with staff in other agencies and other states to formulate best practices, research and validate requirements.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Typical office setting.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of personal computer, telephone and copier.

Frequent use of electronic white board.

Occasional use of fax and projector.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

Four years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.

Licenses, certificates and registrations

Special knowledge, skills and abilities

BA/BS degree in Business Administration/Management, Economics, Statistics, Mathematics, and Computer Science.

Experience in Child Support Services program area is preferred.

Must be able to communicate effectively and confidently with users, team members and management.

Experience with using standard analysis techniques such as data flow modeling and workflow analysis.

Microsoft WORD, EXCEL and Project Scheduler; VISIO.

Group facilitation experience.

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date